CA-PMM

Project Name: Enterprise On-line Licensing Syst

OCIO Project #: 4265-8
Department: CDPH
Revision Date: 11/30/09

Status Report

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Status Report – Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Additional procurement steps and furloughs impacted the approved RFP release scheduled for August 2009 per the SPR	See key milestone forecast dates	Approval from OCIO to re-baseline key milestones
2. Were any key milestones or deliverables rescheduled?	Yes	Additional requirement sessions for CHCQ caused subsequent procurement milestones to be rescheduled	See key milestone forecast dates	Approval from OCIO to re-baseline key milestones
3. Was work done that was not planned?	Yes	Additional requirement sessions for CHCQ	See key milestone forecast dates	Contract negotiations occurring
4. Were there any changes to scope?	Yes	CHCQ agreed to join the project through implementation	See key milestone forecast dates	Approval from OCIO to re-baseline project scope
5. Were tasks added that were not originally estimated?	Yes	Additional requirement sessions for CHCQ	See key milestone forecast dates	Schedule Update
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			

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8. Are there any new major issues?	Yes	1. The EOL project schedule is past the approved SPR completion date and requires re-baselining 2. The CHCQ program joined the EOL project through implementation, which impacts the approved schedule, scope, and budget. 3. The EOL project does not have an organizational change manager and this is the department's first enterprise system that brings multiple programs business processes into a single enterprise system. 4. The EOL project is required to accept credit card payments online for licensee fees. However, the department does not currently have processes, procedures, and/or policies to accept online credit card payments. 5. Two EOL positions have been eliminated.	See key milestone forecast dates	Project is developing issue resolution plans
9. Are there any staffing problems?	Yes	Two EOL positions were eliminated	Impacts data cleansing schedule as well as impacts support of existing licensing systems	The team is developing alternatives to resolve

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	See key milestone forecast dates	Approval from OCIO to re-baseline key milestones
2. Do any key milestones or deliverables need to be rescheduled?	Yes	See key milestone forecast dates	Approval from OCIO to re-baseline key milestones
3. Is there any unplanned work that needs to be done?	Yes	1. The project added additional procurement steps (i.e. RFI) 2. Additional requirement sessions for CHCQ	1. Approval from OCIO to re-baseline key milestones 2. Contract Updates for additional requirement sessions
4. Are there any expected or recommended changes to scope?	Yes	The project is in reviewing change requests received during requirement sessions which may lead to changes in scope.	Review and approval of change requests from authorizing parties.
5. Are there any tasks not originally estimated that will need to be added?	Yes	1. The project added additional procurement steps (i.e. RFI) 2. Additional requirement sessions for CHCQ	1. Approval from OCIO to re-baseline key milestones 2. Contract Updates for additional requirement sessions
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	See key milestone forecast dates	Approval from OCIO to re-baseline key milestones
8. Are any major new issues foreseeable?	No		

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9. Are any staffing problems anticipated?	Yes	See issues identified above re: Elimination of two EOL positions	Developing and executing a staffing plan

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Current Status and Accomplishments:
Describe deliverables completed and milestones met during **this reporting period.**
1. Requirement Workshops Continued 2. Continued reviewing EOL change requests 3. Data Cleansing Activities Continued 4. Met with Department of Motor Vehicles (DMV) to obtain lessons learned on their credit card processing policies and procedures 5. Started discussions regarding the schedule, scope, and budget impact of CHCQ joining the project 6. Drafted EOL Eliminated Positions Issue Paper 7. Met with Administration Chief to discuss options for EOL Eliminated Positions

Project Milestones:
List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Procurement Planning (RFP Development & Release)	8/1/09	6/25/10	In Progress	Additional procurement steps, furloughs, and additional requirement sessions; 14 months past approved implementation schedule and a 14 month overall impact to schedule	

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Vendor Procurement and Selection (through SPR Approval and DD&I Contract Approval)	8/23/10	11/16/11	Not Started	Additional procurement steps, furloughs, and additional requirement sessions; 14 months past approved implementation schedule and a 14 month overall impact to schedule	
System Implementation- Radiation Safety and Food and Drug	9/30/11	12/7/12	Not Started	Additional procurement steps, furloughs, and additional requirement sessions; 14 months past approved implementation schedule and a 14 month overall impact to schedule	
System Implementation - Drinking Water and Medical Waste	5/4/12	7/15/13	Not Started	Additional procurement steps, furloughs, and additional requirement sessions; 14 months past approved implementation schedule and a 14 month overall impact to schedule	
Post Implementation	10/1/14	12/9/15	Not Started	Additional procurement steps, furloughs, and additional requirement sessions; 14 months past approved implementation schedule and a 14 month overall impact to schedule	

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Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	Approval from OCIO to re-baseline key milestones
Milestones			X	Approval from OCIO to re-baseline key milestones
Deliverables			X	Approval from OCIO to re-baseline key milestones
Resources	X			
One-time Cost	X			
Continuing Cost	X			

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Status Reports – Sponsor to Steering Committee

Summary Milestones and Hig

Project Milestones:					
List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.					
Milestone	**Target Date**	**Forecast Date**	**Status**	**If Delayed, Impact to Implementation Date**	**Date Completed**
Procurement Planning (RFP Development & Release)	8/1/09	6/25/10	In Progress	Additional procurement steps, furloughs, and additional requirement sessions; 14 months past approved implementation schedule and a 14 month overall impact to schedule	
Vendor Procurement and Selection (through SPR Approval and DD&I Contract Approval)	8/23/10	11/16/11	Not Started	Additional procurement steps, furloughs, and additional requirement sessions; 14 months past approved implementation schedule and a 14 month overall impact to schedule	
System Implementation- Radiation Safety and Food and Drug	9/30/11	12/7/12	Not Started	Additional procurement steps, furloughs, and additional requirement sessions; 14 months past approved implementation schedule and a 14 month overall impact to schedule	

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System Implementation - Drinking Water and Medical Waste	5/4/12	7/15/13	Not Started	Additional procurement steps, furloughs, and additional requirement sessions; 14 months past approved implementation schedule and a 14 month overall impact to schedule	
Post Implementation	10/1/14	12/9/15	Not Started	Additional procurement steps, furloughs, and additional requirement sessions; 14 months past approved implementation schedule and a 14 month overall impact to schedule	

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

*   *Priority of schedule, scope, budget, and quality from Final Ranking es*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	Approval from OCIO to re-baseline key milestones
Milestones			X	Approval from OCIO to re-baseline key milestones
Deliverables			X	Approval from OCIO to re-baseline key milestones
Resources	X			
One Time Cost	X			
Continuing Cost	X			

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score		Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	**0**	Green	High customer participation in project
	Medium Degree of Buy-In	1			
	Low Degree of Buy-In	2			
2. Technology Viability	Strong Viability	0	**0**	Green	CDPH conducted market survey and identified commercial vendors with licensing software packages available.
	Medium Viability	1			
	Weak Viability	2			
3. Status of the Critical Path (delay)	<5%	0	**2**	Red	Per above, schedule has a planned 12 month variance from the SPR approved schedule.
	5% to 10%	1			
	>10%	2			
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	**0**	Green	Per current budget.
	5% to 10%	1			
	>10%	2			
5. High-Probability, High-Impact Risks	0 to 3	0	**1**	Yellow	Per Risk Log. Risks are being mitigated.
	4 to 6	1			
	>6	2			
6. Unresolved Issues (on time resolution)	On time	0	**0**	Green	Per Issue Log.
	Late with no impact	1			
	Late impacting the critical path	2			
7. Sponsorship Commitment	Fully engaged	0	**0**	Green	Project Sponsor committed to project.
	Partially engaged	1			
	Inadequate engagement	2			
8. Strategy Alignment	Strong alignment	0	**0**	Green	Project aligns with CDPH Strategic Plan
	Partial alignment	1			
	Weak or no alignment	2			
9. Value-to-Business	Strong	0	**0**	Green	EOL is a strong value to participating programs
	Medium	1			
	Weak	2			

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	**0**	Green	CDPH conducted market survey and identified commercial vendors with licensing software packages available.
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	**1**	Yellow	Per above schedule.
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	**1**	Yellow	Per above schedule.
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	**1**	Yellow	Per above, two technical resource positions were eliminated.
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	**0**	Green	Per staff workload.
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	**0**	Green	Teams are being developed are being effective
	Moderately Effective	1			
	Ineffective	2			
		Total	**6**	**G**	

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale

CDPH conducted market survey and identified commercial vendors with licensing software packages available.

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